

Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	MATERIALS PROCESSOR
SUPERVISOR	TECHNICAL SERVICES STAFF
Job Responsibilities:	<ul style="list-style-type: none"> ▪ Prepare Library materials for circulation
Qualifications:	<ul style="list-style-type: none"> ▪ Attention to detail ▪ High level of manual dexterity
Job Summary:	<ul style="list-style-type: none"> ▪ Identify library materials as belonging to the Louisville Public Library by stamping or placing labels in various positions ▪ Place Mylar book jackets on book covers ▪ Assign specific number to each item ▪ Reinforce book spines to increase life of material ▪ Other duties as may be necessary to complete processing tasks
Material & Equipment Used:	<ul style="list-style-type: none"> ▪ Scissors, tape dispensers, adhesive labels, book tape, Mylar book jacket covers, adhesive remover (e.g., Goo Gone)
Work Environment and Physical Activities:	<ul style="list-style-type: none"> ▪ Informal atmosphere in Technical Services workroom ▪ Ability to sit for up to three hours while preparing materials ▪ Bending, stretching, and lifting will be necessary
Training Provided:	<ul style="list-style-type: none"> ▪ Work one-on-one with experienced processors for approximately 2-3 hours preparing books, periodicals, videos, CDs, and DVDs for circulation
Minimum Time Commitment:	<ul style="list-style-type: none"> ▪ 2-3 hours per week
Benefits:	<ul style="list-style-type: none"> ▪ Ability to preview new library materials before the general public ▪ Being part of a team at one of the top libraries in Colorado ▪ Annual volunteer recognition luncheon

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email.

Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.